

JEFFERSON CO BOCC
REQUEST FOR LETTERS OF INTEREST
Mamie Scott Drive Sidewalk Project
FDOT FPID #: 431743-1

Letters of Interest Will Be Received Until:
2:00 PM, October 14, 2013

Jefferson County Board of County Commissioners
1 COURTHOUSE CIRCLE
MONTICELLO, FL 32344

John Nelson, Chair
Betsy Barfield, Vice Chair
Benny Bishop, Commissioner, District 1
Hines Boyd, Commissioner, District 3
Stephen Walker, Commissioner, District 5

Jefferson County, Florida
REQUEST FOR LETTERS OF INTEREST
Proposer's Checklist
Professional Engineering Services

How To Submit Your Proposal

Please Review This Document Carefully. Offers That Are Accepted By The County Are Binding Contracts. **Incomplete Proposals Are Not Acceptable.**

Items required for this submittal are as follows:

- Letter of Interest
- Other Statements, Forms and Documentation
 - Certificate of Insurance
 - Proof of Licenses/Certifications
 - Drug-Free Workplace Form
 - Anti-Collusion Form
 - Public Entity Crimes Form
 - Conflict of Interest Form
 - FDOT Prequalification Letter

This Entire Form Is For Your Convenience Only, To Assist In Filling Out Your Proposal.
Do Not Return With Your Proposal

I. INFORMATION PACKAGE

Request for Letters of Interest for Professional Services

(a) "Professional services" means those services within the scope of the practice of professional engineering and registered surveying and mapping, as defined by the laws of the state, or those performed by any professional engineer or registered surveyor and mapper in connection with his or her professional employment or practice.

Scope of Services

The services sought are the necessary surveying, design, and permitting of a sidewalk along Mamie Scott Drive, Texas Hill Road, Boston Highway, and US 19, in Monticello, Florida.

Consultants must be pre-qualified with FDOT in Group 3.1 Minor Highway Design and Group 8.2 Design, Right of Way and Construction Surveying.

Consultants shall be required to meet any and all terms required by Federal-Aid Contracts.

II. INSTRUCTIONS TO SUBMITTERS

Letters shall be signed by an authorized representative of the firm. All information requested must be submitted. Failure to submit all information may result in a lower evaluation of the proposal. Letters which are substantially incomplete or lack key information may be rejected by the **County Commission** at its discretion. The selection of the short listed firms will be based on the information provided in the submittal.

Information submitted with your letter of interest should include documentation to demonstrate your firm's qualifications and abilities to provide the scope of services. The submittal should include sufficient information to present a clear understanding of similar past projects, especially LAP projects in Florida, staff experience and abilities, and any other additional, pertinent details to describe the team's capabilities.

A committee will review the information submitted and rank the firms. On-site presentations and interviews may be requested of a short list of firms. Once all review is complete, the firms will be ranked by the selection committee with the top ranked firm being scheduled for negotiations.

All prospective submitters are hereby cautioned not to contact any **County Commission** member or any member of the Selection Committee after submittals are opened nor attempt to persuade or promote through other channels until notification that the Selection Committee has arrived at a recommendation of the

most qualified firms. Until notification is received, all contacts shall be channeled through the **Clerk of Court**. Failure to comply with these procedures will be cause for disqualification of the firm's Letter of Interest.

III. FIRMS EVALUATIONS AND SELECTION

The **County** shall follow the procedures of the Consultants' Competitive Negotiation Act, Title XIX, Chapter 287, Section 055 of the Florida Statutes. The selection committee shall consider such factors as:

- Capabilities - 25 Points
- Adequacy of personnel - 25 Points
- Experience of the firm (as it relates to the advertised task) - 25 Points
- Past performance and Availability - 25 Points

IV. SUBMITTAL REQUIREMENTS

5 Hard Copies (1 Original)

Required items are described below:

1. Letter of Interest (4 page max.)

Letter of Interest prepared by a corporate officer or principal of the firm authorized to obligate the firm contractually.

2. Other Statements, Forms and Documentation

a. Certificate of Insurance

Self-explanatory, ACORD form

b. Proof of Licenses/Certifications

Provide proof of proper State of Florida business licensure and professional certifications/registration(s) in the State of Florida.

Provide proof of corporate registration to operate in the State of Florida by the Department of State, Division of Corporations. Information concerning certification with the Secretary of State can be obtained at: <http://ccfcorp.dos.state.fl.us/index.html>.

c. Drug-Free Workplace Form

Self-explanatory

d. FDOT Pre-Qualification Letter

V. INSURANCE

The consultant shall procure and maintain the following described insurance, except for coverage's specifically waived by the **County**. Such policies shall be from insurers with a minimum financial size of VII according to the latest edition of the AM Best Rating Guide. An A or better Best Rating is "preferred"; however, other ratings if "Secure Best Ratings" may be considered. Such policies shall provide coverage's for any or all claims which may arise out of, or result from, the services, work and operations carried out pursuant to and under the requirements of the contract documents, whether such services, work and operations be by the contractor, its employees, or by subcontractor(s), or anyone employed by or under the supervision of any of them, or for whose acts any of them may be legally liable.

The contractor shall require, and shall be responsible for assuring throughout the time the agreement is in effect, that any and all of its subcontractors obtain and maintain until the completion of that subcontractor's work, such of the insurance coverage's described herein as are required by law to be provided on behalf of their employees and others.

The required insurance shall be obtained and written for not less than the limits of liability specified hereinafter, or as required by law, whichever is greater.

These insurance requirements shall not limit the liability of the contractor. The **County** does not represent these types or amounts of insurance to be sufficient or adequate to protect the contractor's interests or liabilities, but are merely minimums.

Except for workers compensation and professional liability, the contractor's insurance policies shall be endorsed to name the **County** as an additional insured to the extent of its interests arising from this agreement, contract or lease.

The contractor waives its right of recovery against the **County**, to the extent permitted by its insurance policies.

The contractor's deductibles/self-insured retentions shall be disclosed to the **County** and may be disapproved by the **County**. They shall be reduced or eliminated at the option of the **County**. The contractor is responsible for the amount of any deductible or self-insured retention.

Insurance required of the contractor or any other insurance of the contractor shall be considered primary, and insurance of the **County**, if any, shall be considered excess, as may be applicable to claims obligations which arise out of this agreement, contract or lease.

Workers Compensation Coverage

The consultant shall purchase and maintain workers compensation insurance for all workers compensation obligations imposed by state law and with employers liability limits of at least \$100,000 each accident and \$100,000 each employee/\$500,000 policy limit for disease, or a valid certificate of exemption issued by the state of Florida, or an affidavit in accordance with Section 440.02(13) (d) and 440.10(1) (g) Florida Statutes.

Contractor shall also purchase any other coverage's required by law for the benefit of employees.

General, Automobile and Excess or Umbrella Liability Coverage

The contractor shall purchase and maintain coverage on forms no more restrictive than the latest editions of the commercial general liability and business auto policies of the insurance services office.

Minimum limits of \$1,000,000 per occurrence for all liability must be provided, with excess or umbrella insurance making up the difference, if any, between the policy limits of underlying policies (including employers liability required in the workers compensation coverage section) and the total amount of coverage required.

General Liability Coverage - Occurrence Form Required

Coverage A shall include bodily injury and property damage liability for premises, operations, products and completed operations, independent contractors, contractual liability covering this agreement, contract or lease, broad form property damage coverage's, and property damage resulting from explosion, collapse or underground (X,C,U) exposures.

Coverage B shall include personal injury.

Coverage C, medical payments, is not required.

The contractor is required to continue to purchase products and completed operations coverage, at least to satisfy this agreement, contract or lease, for a minimum of three years beyond the **County's** acceptance of renovation or construction projects.

Business Auto Liability Coverage

Business auto liability coverage is to include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, non-owned and hired automobiles and employee non-ownership use.

Excess or Umbrella Liability Coverage

Umbrella liability insurance is preferred, but an excess liability equivalent may be allowed. Whichever type of coverage is provided, it shall not be more restrictive than the underlying insurance policy coverage's. Umbrella coverage shall drop down to provide coverage where the underlying limits are exhausted.

Professional Liability

\$1,000,000 per occurrence minimum limit.